



Debt and Investment Analyst

Purpose of the role:

Under direction, oversees the activities and operations of the City's treasury functions within the Finance Department including management of the City's investment and cash management program and debt administration; administers property and liability insurance policies; prepares and maintains a variety of investment and bond records and reports; completes special projects as necessary; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

The Debt and Investment Analyst oversees the daily management and investment of City funds and specializes in the analysis and evaluation of debt issuances and other public funding sources. Incumbents in this class report directly to the Finance Director and supervise the work of subordinate staff. Assignments are varied and carried out with considerable judgment and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Oversees the City's investment program; analyzes the City's daily cash position and cash flow requirements; analyzes economic and interest rate trends; reviews investment strategies and options and selects investments as appropriate.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Performs debt administration duties; reviews and interprets bond related documents; records all financial transactions relative to bond issues; ensures bond compliance with bond indentures and related documents.
- Performs complex and technical analyses and coordinates City review and action on new debt issuances and the refinancing of existing debt; assists in establishing financing parameters; reviews bond counsel reports to ensure City priorities are addressed and interests protected; drafts reports and recommendations for review.
- Coordinates purchase and sale of investment securities; oversees and/or prepares necessary documents.
- Oversees and maintains the property and liability insurance policies; pays premiums; consults with insurance brokers on policy renewals as necessary.

- Serves as the City's contact for debt administration and investments with the public and other government agencies; responds to questions and inquiries in a timely and efficient manner.
- Prepares staff reports and recommendations for City Council; prepares a variety of quarterly and monthly investment reports for the City Manager and/or City Council.
- Provides assistance in the development and administration of assigned budgets; monitors budgets and analyzes current and historical trends and determines and improves forecasting.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Completes special projects as assigned; drafts reports and recommendations on assigned projects.
- Stays abreast of legislative and regulatory actions pertaining to cash management and debt administration.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a municipal financial analysis program.
- Principles of supervision and training.
- Advanced principles of municipal debt structuring and management.
- Principles and practices of fixed income investment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of municipal budget preparation and administration.
- Pertinent federal, state, and local laws, codes, and regulations governing community redevelopment, issuance of bonds and financing vehicles and related matters.

Ability to:

- Oversee the City's investment and debt program.
- Perform cash flow analysis.
- Prepare, analyze, evaluate and interpret financial statements and investment reports.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, explain, and enforce department policies and procedures.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

- Analyze and make sound recommendations on complex financial data.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial analyses, reports and written materials.
- Work independently in the absence of supervision.
- Work on multiple concurrent projects with strict deadlines and with frequent interruptions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public or business administration, finance or a related field.

**Education and
Experience
Guidelines:**

Experience:

Five years of progressively responsible experience performing complex financial analyses, preferably in a governmental agency.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; frequent interaction with City staff, outside agencies and organization.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: